

## GUIDELINES FOR COMPLETION OF FORM 19 LIST OF DOCUMENTS

### 1. Introduction

- 1.1. The alternative schedule in Form 19 enables parties to keep control quickly and cost effectively over documents in proceedings without incurring the setup costs of a technology-based document management solution.
- 1.2. It achieves this by encouraging parties to describe documents in a consistent, unambiguous and objective way in their disclosure list and subsequently throughout proceedings.
- 1.3. As the overriding objective of the alternative schedule in Form 19 is to encourage consistency, it is important that the parties adhere to the following guidelines when completing the form.
- 1.4. Parties should also consider Practice Direction No. 10 of 2011: "Use of Technology for the efficient management of documents in Litigation", available at [www.courts.qld.gov.au](http://www.courts.qld.gov.au).
- 1.5. The alternative schedule in Form 19 can be completed from standard word processing or spreadsheet software. So long as it is completed in accordance with these guidelines, parties may be able subsequently to transfer the contents of the Form 19 into document management software if later required, avoiding "throwing away" initial Form 19 preparation costs.
- 1.6. To assist completion of the alternative schedule, the litigants may use the eTrial Document Management Spreadsheet.
- 1.7. The alternative schedule in Form 19 can also be generated from document management software.
- 1.8. For assistance with the application of Form 19 to your matter, contact:
  - (a) the eTrials Registrar;
  - (b) your litigation technology service provider; or
  - (c) the Association of Legal Support Managers (ALSM) at [www.alsm.com.au](http://www.alsm.com.au) or by email, [info@alsm.com.au](mailto:info@alsm.com.au).

### 2. Description of documents

- 2.1. The following applies to Schedule 1 Part 1 and optionally to Schedule 1 Part 2<sup>1</sup>:
  - a) All documents will be described in the table format specified in Form 19.
  - b) The Schedules may be provided electronically (such as in spreadsheet format).

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<sup>1</sup> Alternatively, Practitioners may elect to use a more general description

### 3. What is a Document ID?

- 3.1. The Document ID (Doc ID) is a unique identifier for each document.
- 3.2. Attachments and enclosures are to be treated as documents in their own right, described and listed separately from their host document. For such documents, it may assist parties if they also agree to list the Doc ID of the host (see the eTrial Document Management Spreadsheet).

### 4. Utilising metadata

- 4.1. Where documents are in electronic format the parties may find it more cost effective to utilise metadata<sup>2</sup> to complete some or all of the details required in the alternative schedule to Form 19.

### 5. Document Type

- 5.1. The parties may agree that for electronic documents (including email attachments), the document type is to be the file type obtained from the metadata rather than being manually described from a review of the documents.
- 5.2. For paper and manually described documents, it is important that the parties agree to a limited number of document types and the way the document types are to be applied. For example:
  - a) All types of deeds (ie Deed of Guarantee and Indemnity, Deed of Trust, Deed of Agreement) will be called "Deed" in the "Document Type" field, but can be further described in the "Title" field.
- 5.3. An example list of document types, subject to agreement by the parties, is as follows.

Accounting Record	Email	Photograph
Agenda	Extract	Plan
Agreement ( <i>also used for contracts and deeds</i> )	Facsimile	Policy
Annual Return	Fax Confirmation	Presentation
Article	File Cover / Divider	Receipt
Bank statement	File Note	Report
Brochure ( <i>including media/advertising material</i> )	Financial Report	Schedule

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<sup>2</sup> 'Metadata' comprise information about the document or file which is recorded in the computer, such as the date and time of creation or modification of a word-processing file, the author and the date and time of sending of an e-mail, the history of tracked changes in a word-processing document and formulas contained within spreadsheets

Business Card	Form	Specification
Certificate	Graph	Spreadsheet
Chart	Guidelines	Table
Cheque	Handwritten Note	Tender
Company Records	Invoice	Video
Computer Disk / CD Rom	Letter	With Compliments Slip
Computer Printout	List ( <i>also used for file indexes</i> )	
Court Document	Memorandum	
Diary / Notebook	Minutes ( <i>informal and formal</i> )	
Drawing ( <i>used also for diagrams, designs, sketches</i> )	Note	

## 6. Document Title

- 6.1. The parties may agree that for electronic documents, the document title is to be obtained from the metadata (such as the subject line from emails, or the file name of email attachments and other documents).
- 6.2. For other documents the parties may agree that:
- (a) Document Title is to be obtained from the face of the document, where readily apparent; or
  - (b) if not readily apparent, Document Title is to be left blank.

## 7. Author/Recipient (Addressee) Name

- 7.1. For emails, the parties may agree that authors/recipients are to be obtained from the addresses contained in the metadata.
- 7.2. For other documents the parties may agree that:
- (a) these details, if any, are to be obtained from:
    - i. in the case of other electronic documents, any metadata;
    - ii. the face of the document, if readily apparent;
  - (b) if there are no metadata, or the details are not readily apparent from the face of the document, these details may be left blank.
- 7.3. If metadata are not used, an author/recipient's name will be recorded as surname [space] first initial. For example, a letter from Joe Bloggs would be described in this field as:

- **Bloggs J**

In instances where it is necessary to distinguish between people with the same surname and initial, the full first name can be used.

- 7.4. If metadata are not used, where the author/recipient's name is not specified but a position (eg Marketing Manager) is specified, or initials (eg JND) are specified, that should be used instead.
- 7.5. Where multiple author/recipient names are to be captured, they are to be separated by a semicolon [space]. For example:
- **Bloggs J; O'Reilly M; Brown A**
- 7.6. No other punctuation is to be used in this field.

## **8. Author/Recipient Organisation**

- 8.1. For emails and other electronic documents, the parties may agree that organisations need not be recorded.
- 8.2. For other documents the parties may agree that:
- (a) these details, if any, are to be obtained from:
    - i. in the case of other electronic documents, any metadata;
    - ii. the face of the document, if readily apparent; and
  - (b) if there are no metadata, or the details are not readily apparent from the face of the document, these details may be left blank.
- 8.3. If metadata are not used, organisation names are recorded as they appear on the face of the document (ie not last name first, as is the method for Author/Recipient name). For example, A.B.C. Pty. Ltd. would be described in this field as:
- **ABC Pty Ltd**
- 8.4. Where multiple organisation names are to be captured, they are to be separated by a semicolon [space]. For example:
- **ABC Pty Ltd; Brown & Smith Limited**
- 8.5. No other punctuation is to be used in this field.

## **9. Date**

- 9.1. For emails, the parties may agree that the date should be obtained from metadata (such as the sent date). Parties may also agree that time obtained from metadata should be exchanged.
- 9.2. For other documents the parties may agree that:
- (a) the date, if any, is to be obtained from:

- i. in the case of electronic documents, any metadata (such as the last saved date); or
  - ii. the face of the document, if readily apparent; and
- (b) if there are no metadata, or the date is not readily apparent from the face of the document, the date may be left blank.

9.3. If metadata are not used, the date is to be recorded as DD/MM/YYYY. For example, a letter dated 5th March 2002 should be recorded in this field as follows:

- **05/03/2002**

**NB: Date format can be as agreed between the parties. However, for use on Courts eTrials site, date format will be changed to DD/MM/YYYY**

9.4. If there is no date available, or, a day and a month only, insert the word 'Undated'.

9.5. If metadata are not used, where a document spans a certain period, or contains multiple dates, insert the word 'Various'.

**Please note: This publication was produced prior to the current government.**